

REQUEST FOR PROPOSAL

You are hereby invited to submit proposal to the South African Post Office Limited To provide Linehaul Transportation Services for SAPO

SECTION 1 Section to be completed by bidder

BIDDER COMPANY NAME	
BIDDER CONTACT PERSON	
MAAA NUMBER:	
BIDDER CONTACT DETAILS	EMAIL:
	TEL : CELL :

SECTION 2 Section to be completed by SCM

RFP NUMBER:	RFP 26/27/11/NM	
OBJECTIVE OF BID:	The objective of this bid is to appoint service provider/s to provide scheduled, specials and recovery Linehaul transportation services nationally and regionally for SAPO for a period of one (1) year on a month-to-month basis, subject to SAPO's operational requirements.	
DESCRIPTION OF SERVICES:	To provide Linehaul Transportation Services for SAPO	
ISSUE DATE:	2026/07/30	
COMPULSORY BRIEFING SESSION: DATE & TIME	Date : 2026/08/05 Zoom link: https://us04web.zoom.us/j/73806492310?pwd=Eba7ixjy6tAiOGptE2wgE0AmcvxL2L.1	Time :@11:00AM
CLARIFICATION QUESTIONS CLOSING DATE	2026/08/14 Bidders are encouraged to submit clarification questions in writing to South African Post Office Officials mentioned below not later than 2026/08/14 All questions and answers will be uploaded at etender portal website.	
RFP CLOSING DATE AND TIME:	2026/08/21	Closing Time 11:00

PROPOSAL TO BE HAND DELIVERED	SAPO Supply Chain Management Cnr James Drive & Moreleta Street Silverton 0184
RFP VALIDITY PERIOD:	180 DAYS (from closing date)
ENQUIRIES: PROCUREMENT SPECIALIST	Ntando Mathaba Tel: 012 407 7563 Email address:Ntando.Mathaba@postoffice.co.za

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SBD1 - INVITATION TO BIDPART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP/26/27/02	CLOSING DATE:	2026/08/21	CLOSING TIME:	11H00
DESCRIPTION	To provide Linehaul Transportation Services for SAPO				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SAPO Supply Chain Management [tender box at gate]					
Cnr James Drive and Moreleta Street					
Silverton					
0184					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ntando Mathaba		CONTACT PERSON		
TELEPHONE NUMBER	012 407 7563		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Ntando.Mathaba@postoffice.co.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐

YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐

YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐

YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: _____

CAPACITY UNDER WHICH THIS BID IS SIGNED: _____
(Proof of authority must be submitted e.g. company resolution)

DATE: _____

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration in respect of employees of the State

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by the state? **YES/NO**

If so, furnish particulars of the names, individual identity numbers, in table below.

Full Name	Identify Number	Name of State Institution

3. Bidders' disclosure in respect of independent bidding

I, the undersigned, (name) _____ in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

¹ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Directors

Bidders to submit the list of Directors on the company letterhead as follows:

First Name	Middle Name (where applica- ble)	Surname	Gender	Race

Shareholders

Bidders to submit the list of Shareholders on the company letterhead as follows:

First Name	Middle Name (where applica- ble)	Surname	Gender	Race

Share certificates must be submitted

**I CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS INFORMATION
PROVE TO BE FALSE**

Signature

Date

Position

Name of Bidder

1. SCOPE OF SUPPLY AND SPECIFIC INSTRUCTIONS

1. DESCRIPTION OF SERVICE

To provide Linehaul Transportation Services for SAPO

2. POINT OF DELIVERY OF SERVICES

- Nationally

3. PRICE BASIS

- Bidders shall take into account that the Post Office's total requirements may not be allocated to only one bidder.
- The successful bidder shall commit to the programme of continuous improvement, which will result in cost-efficiencies during the currency of the relationship.

4. PAYMENT

The Contract Price is the amount, agreed to by both parties during contract negotiation process, which the Post Office shall pay to the Service Provider for the Services rendered in terms of the Agreement. The Contract Price for the Services provided by the Service Provider to the Post Office shall be inclusive of VAT and payable 30 days upon statement date.

5. PROPOSAL DOCUMENTS

- Bidders responding to this RFP are deemed to do so, on the basis that they acknowledge and accept all the Terms and Conditions of this RFP.
- Proposals must be submitted through the Tender Box. It is the bidder's sole responsibility to ensure that the bid has been submitted and inserted in the tender box received by no later than the **2026/08/21 at 11h00**. Proposals received after the stipulated bid closing date and time will not be considered for bid evaluation purposes.
- Any amendments to the proposal documents, whether erasures or by means of correction fluid (e.g. Tippex), must be initialled by the bidder.
- All documents and correspondence must be in English, failure to comply, the bid proposal will not be evaluated.
- Pricing schedule must be completed in South African Rands (ZAR). Failure to provide the bid in South African Rands will result in the bid being non-responsive.
- Proposals must be compiled in the following manner:
 - 5..1 One (1) original proposal (marked 'original') must be submitted in an arch lever file(s).
 - 5..2 Loose-leaf (not bound) proposal must be supplied, in the arch lever file(s).
 - 5..3 Electronic submission of one(1) **USB**
 - 5..4 If the proposal is submitted by a Consortium / JV / Partnership, each company forming part of the Consortium / JV / Partnership must submit consolidated **BBBEE** Certificate for scoring point and proof of Consortium / JV / Partnership. If a consolidated BBBEE Certificate is not submitted together with the proposal at closing date of the bid, the bidder will not be disqualified but receive zero (0) points for Specific Goals/Preference points. Bidder must submit a valid BBBEE Certificate, an expired BBBEE Certificate and must be valid at the bid closing date
- Hand delivered proposals must be delivered **sealed**. The following information shall appear on the outside of the sealed proposal:
 - 5..1 Name of bidder;

- 5.2 Description of proposal;
- 5.3 RFP number;
- 5.4 Closing date and time;
- 5.5 Name of person for whose attention the proposal is intended; and
- 5.6 The name and address of the Bidder must be written on the reverse side of the proposal / envelope.

6. CONSULTATION PRIOR TO SUBMISSION OF A PROPOSAL

Bidders shall consult, **in writing**, with the undernoted Post Office officials should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this bid. The Post Office undertakes to provide clarification in writing to all Bidders, provided that the request is received prior to the closing date and time for clarifications.

Officials	Location	Contact Details
Ntando Mathaba (Procurement Officer)	South African Post Office Limited Supply Chain Management Cnr. James Drive and Moreleta Street, Silverton, Pretoria.	Tel: 012 407 7563 Ntando.Mathaba@postoffice.co.za

7. CLARIFICATIONS

- Bidders are encouraged to submit clarification questions in writing to South African Post Office Officials mentioned above not later than **2026/08/14**. No further questions will be entertained after this period.
- The SAPO will respond in writing to queries and distribute to all bidders who attended the briefing session after receipt of questions.
- Oral communication or instruction by SAPO or its representative shall have no standing in this RFP unless and until they have been confirmed in writing.
- SAPO accepts no responsibility for the failure of any bidder not receiving notifications or correspondence relating to this RFP.

8. VALIDITY PERIOD OF PROPOSAL

The period during which the Post Office shall have the right to accept a proposal without any right of withdrawal on the part of the bidder shall be Hundred and Eighty days **180 DAYS (from closing date)** from the date on which proposals are due. After such period a bidder may withdraw his proposal if he has not been notified of its acceptance.

Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.

Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from the tender process?

With regard to the validity period of the next highest scoring bidder(s), please refer to clause **10.3.11**

9. COST OF THE BID

Each Bidder shall bear all of its costs (of whatsoever nature) associated with the preparation or submission of its bid and of negotiating with the SAPO regarding a possible contract agreement and any other costs and expenses incurred by the Bidders in connection with or arising out of the competitive procurement process.

10. BIDDING CONDITIONS

- The South African Post Office reserves the right to reject and /or disqualify any proposal:
 - 10..1 Received without all the data and information requested.
 - 10..2 Submitted after the stated submission deadline [closing date]
 - 10..3 Which does not conform to instructions and specifications detailed herein;
- That fails to comply with the specification.
 - 10..1 That contains any information that is found to be incorrect or misleading in anyway.
 - 10..2 Such non-compliant bids shall be rejected without further evaluation, provided that SAPO believes, in its own discretion, that the non-compliance is minor then SAPO may continue with the evaluation, or seek clarification thereon or reject the bid.
- The South African Post Office reserves the right:
 - 10..1 Not to award or cancel this RFP at any time and shall not be bound to accept the highest scoring or any bid.
 - 10..2 To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.
 - 10..3 To accept part of a bid rather than the whole bid.
 - 10..4 To split the award of the bid between two or more Bidders.
 - 10..5 To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the Preferred Bidders and Reserved Bidders have been notified of their status as such.
 - 10..6 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the Services bidded for, whether before or after adjudication of the bid.
 - 10..7 Request audited financial statements or other documentation for the purposes of a due diligence exercise;
 - 10..8 to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
 - 10..9 To award the bid to a Bidder who is not the highest scoring Bidder, provided that an objective criteria was indicated in the evaluation criteria.
 - 10..10 To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.
 - 10..11 To award the business to the next highest scoring bidder(price and specific goal), provided that he/she is still prepared to provide the required Goods/Services at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were issued with

a Letter of Regret. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price, even after they have been issued with a Letter of Regret.

- No attempts may be made, whether directly or indirectly, to canvass any member of SAPO staff before the award of the contract. Any enquiries must be referred, in writing, to the specified person(s).

11. JOINT VENTURES, CONSORTIUMS, PARTNERSHIPS AND TRUSTS

- A trust, consortium or joint venture, will qualify for points for their specific goal as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- A trust, consortium or joint venture will qualify for points for their specific goal as an unincorporated or incorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid. If a consolidated BBEE Certificate is not submitted together with the proposal at closing date of the bid, the bidder will not be disqualified but receive zero (0) points for Specific Goals/Preference points
- Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. SAPO will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, with the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

12. SAMPLES (If applicable)

SAPO shall not pay for samples provided and damaged / destroyed samples as a result of destruction testing.

13. CONDITIONS OF PURCHASE

The terms and conditions applicable to any order / contract that may result from this bid will be stated in the main contract between SAPO and appointed service provider.

2. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

1 DEFINITION

Unless otherwise expressly stated, or the context otherwise requires, the words and expressions listed below shall, when used in this Confidentiality Agreement, bear the meanings ascribed to them:

- 1.1 "Bidder" shall mean any person who attends the briefing session and/or any entity which is represented at the briefing session whose details and signature are set out in the attendance register;
- 1.2 "Confidentiality Agreement" shall mean this confidentiality Agreement; and
- 1.3 "Post Office" shall mean the South African Post Office, a public company with limited liability duly incorporated in accordance with company laws of the Republic of South Africa with registration number 1991/005477/06.

2 INTRODUCTION

- 2.1 The Bidder has attended a briefing session which is hosted by the Post Office, at which the Post Office shall provide information to Bidders who wish to enter into discussions with the Post Office concerning a number of issues pertaining to the possible provision of services by the Bidder to the Post Office, which discussions may or may not result in the Post Office and the Bidder entering into an agreement, arrangements, discussions or alliances.
- 2.2 During the briefing session and in negotiating the business relations, the Post Office shall disclose confidential information relating to its business to the Bidder.
- 2.3 The Bidder agrees to be bound by the terms and to be subject to the conditions of this Confidentiality Agreement.

3 CONFIDENTIAL INFORMATION

Confidential Information in respect of this Confidentiality Agreement shall include, but not be limited to, all oral, written, printed, photographic and recorded information of all types that is:

- 3.1 Confidential or secret information relating to the commercial and financial activities of the Post Office, which would include legal, financial, contractual or commercial arrangements between the Post Office group of companies, customers and/or third parties;
- 3.2 Confidential information and details concerning current or prospective customers, suppliers, commercial associates and other parties with whom the Post Office enjoys a commercial relationship;
- 3.3 Proposed, impending or actual commercial transactions, arrangements, ventures, agreements or opportunities which are of a confidential or secret nature;
- 3.4 Trade secrets, operating procedures, quality control procedures, approximate operation personnel requirements, descriptions, trade names, trademarks, know how, techniques, technology, copyright, and all goodwill relating to the business and any other existing intellectual property rights or any intellectual property created as a result of the provision of services;
- 3.5 Confidential or privileged information concerning disputes, claims, litigation or similar actions in which any party is or may become involved; and
- 3.6 Any other information surrounding the nature of the discussions giving rise to this Confidentiality Agreement.

4 EXCLUDED INFORMATION

There will be no obligation of confidentiality or restriction on the use of information where:

- 4.1 The information is publicly available, or becomes publicly available otherwise than by action of the Bidder; or
- 4.2 The information was already known to the Bidder (as evidenced by its written records) prior to its receipt under this or any previous confidentiality agreement between the parties or their affiliates; or
- 4.3 The information was received from another party not in breach of an obligation of confidentiality.

5 NON-DISCLOSURE

- 5.1 The Bidder acknowledges that the Confidential Information is a valuable and unique asset proprietary to the Post Office.
- 5.2 The Bidder agrees that it shall not disclose the Confidential Information to any third party for any reason or purpose whatsoever without the prior written consent of the Post Office.
- 5.3 The Bidder may disclose the Confidential Information only to its directors and other officers, employees and professional advisors agents and consultants only on a strictly need-to-know basis and on the terms and conditions provided for in this Confidentiality Agreement.
- 5.4 The Bidder undertakes not to use the Confidential Information for any purpose other than:
 - 5.4.1 That for which it is disclosed; and
 - 5.4.2 In accordance with the provisions of this Confidentiality Agreement.
- 5.5 The Bidder undertakes to ensure that their employees will observe and comply with their obligations in respect thereof, whether or not they remain employees of the Bidder.
- 5.6 The Bidder agrees that it shall only, where necessary, disclose the Confidential Information to its professional advisers, agents and consultants, provided that such professional advisers, agents and consultants sign a similar undertaking and that they are aware of the confidential nature of the information being made available to them.
- 5.7 The Bidder shall takes all steps necessary to procure that such professional advisers, agents and consultants agree to abide by the terms of this Confidentiality Agreement to prevent the unauthorized disclosure of the Confidential Information to third parties.

6 OWNERSHIP

- 6.1 All Confidential Information disclosed by the Post Office to the Bidder is acknowledged by the Bidder to be proprietary to the Post Office who shall retain all right, title and interest in and to that information.
- 6.2 The possession of the Confidential Information by the Bidder does not to confer any rights of whatever nature in such Confidential Information to the Bidder.
- 6.3 No provision in this Confidentiality Agreement shall be interpreted to confer any right of license under any trademark, patent or copyright, or any applications for such a trademark, patent or copyright which may be pending now or in the future to the Bidder.

7 STANDARD OF CARE

The Bidder agrees that it shall protect the Confidential Information disclosed pursuant to the provisions of this Confidentiality Agreement using the same standard of care that it applies to its own proprietary, secret or confidential information, but in any event not less than a reasonable standard of care, and that the Confidential Information shall be stored and handled in such a way as to prevent any unauthorized disclosure thereof.

8 RETURN OF CONFIDENTIAL INFORMATION

- 8.1 The Post Office may at any time request the return of the Confidential Information disclosed to the Bidder. Upon the return of the Confidential Information, the Bidder shall submit a written statement to the Post Office confirming that the Bidder has not retained in its possession or under its control, either directly or indirectly, any Confidential Information.
- 8.2 Alternatively to the return of the material contemplated in clause 8.1 above, the Bidder shall, at the request of the Post Office, destroy the Confidential Information and furnish the Post Office with a written statement to the effect that all Confidential Information in the possession or under the control of the Bidder has been destroyed.
- 8.3 The Bidder shall comply with the request in terms of this clause 8 within forty-eight hours of receipt of such a request.

9 BREACH

- 9.1 Any breach of any obligation or undertaking by the Bidder will constitute a material breach of this Confidentiality Agreement.
- 9.2 The Bidder shall be liable to pay the Post Office all costs incurred in the protection of its interests in terms of this Confidentiality Agreement on an attorney and own client scale.
- 9.3 The Bidder acknowledges that the Post Office shall be entitled to apply to court for an interdict or other appropriate relief against the Bidder, should the Post Office have any reasonable basis to believe that the Bidder is or may be in breach of this Confidentiality Agreement and thus endangering the proprietary interests of the Post Office.

10 DURATION

The obligations undertaken by the Bidder in terms of this Confidentiality Agreement shall endure notwithstanding the termination of this Confidentiality Agreement or notwithstanding that either party decides at any time, whether before or after the commencement of this Confidentiality Agreement, not to pursue the discussions to enter into a business relationship or that the relationship between the parties pursuant to those discussions is terminated for any reason whatsoever.

11 GENERAL

- 11.1 This Confidentiality Agreement constitutes the sole record of the agreement between the parties with regard to the subject matter hereof. No party shall be bound by any express or implied term, representation, warranty, promise or the like not recorded herein.
- 11.2 No addition to, variation of, or agreed cancellation of this Confidentiality Agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties.
- 11.3 No relaxation or indulgence which the Post Office may grant to the Bidder shall constitute a waiver of the rights of the Post Office and shall not preclude the Post Office from exercising any rights which may have arisen in the past or which might arise in future.
- 11.4 The Bidder agrees and confirm by their signature to the RFP Documents that any present and/or previous discussions or correspondence shall, for purposes of this Confidentiality Agreement, be considered to be Confidential Information.
- 11.5 An approval or consent given by a party under this Confidentiality Agreement shall only be valid if in writing and shall not relieve the other party from responsibility for complying with the requirements of this Confidentiality Agreement nor shall it be construed as a waiver of any rights under this Confidentiality Agreement except as and to the extent otherwise expressly provided in such approval or consent, or elsewhere in this Confidentiality Agreement.

SIGNATURE

.....

NAME OF DELEGATED SIGNATORY

.....

(PRINT)

in his capacity of

DESIGNATION OF SIGNATORY

.....

(PRINT)

who warrants his authority to sign on behalf of

NAME OF BIDDER (COMPANY)

.....

DATE

.....

3. CERTIFICATE OF ACQUAINTANCE WITH BID DOCUMENTS

I/We _____ of _____ do hereby certify (Name of Company) that I/we acquainted myself/ourselves with the contents of all the documents listed in the Schedule of Bid Documents, as laid down by The South African Post Office for carrying out of the proposed works.

SIGNED AT _____ on this _____ day of _____ 20 _____

SIGNATURE : _____

NAME OF DELEGATED SIGNATORY : _____
(PRINT) in his capacity of

DESIGNATION OF SIGNATORY : _____
(PRINT) who warrants his authority to sign on behalf of the bidding company

4. SPECIFICATION

1. BACKGROUND

The South African Post Office Group (SAPO) requires suitably qualified service provider/s to provide national and regional linehaul transportation services for the collection, movement and delivery of consignments, bulk mail, pallets, mail, parcels and related operational items between SAPO sites.

Linehaul is a critical operational capability in SAPO's service and order fulfilment model. It links mail centres, regional centres, depots, hubs, branches and other designated operating points. The service directly affects cut-off adherence, transit time, backlog clearance, chain-of-custody integrity, customer service reliability, revenue protection and cost-to-serve.

SAPO is therefore procuring more than vehicle capacity. The requirement is for a controlled, visible, compliant and performance-managed postal linehaul service that supports the safe and reliable movement of mail and parcels across the national network.

2. OBJECTIVE OF BID

The objective of this bid is to appoint service provider/s to provide scheduled, specials and recovery linehaul transportation services nationally and regionally for SAPO for a period of one (1) year on a month-to-month basis, subject to SAPO's operational requirements.

3. PROCUREMENT AND AWARD STRUCTURE

Bidders may bid for one, more than one, or all vehicle categories listed in this specification and indicated in the Pricing Schedule – Annexure F.

Bidders may bid for one, more than one, or all routes per vehicle category/categories selected, as indicated in the Pricing Schedule - Annexure F.

SAPO will award per vehicle category and per route bidding for.

SAPO does not guarantee any load volumes, trip volumes, route volumes or minimum revenue. Frequencies and routes may be reviewed based on operational requirements.

SAPO reserves the right to allocate routes to more than one service provider where this reduces concentration risk, improves resilience, supports emergency recovery, or improves value-for-money.

4. COMMERCIAL VEHICLES REQUIRED AS INDICATED IN THE PRICING SCHEDULE - ANNEXURE F

Vehicle category/types	Mandatory minimum requirements (NO OTHER TYPES/ALTER-NATIVES WILL BE ACCEPTED)
One (1) ton	Closed, lockable and fit-for-purpose vehicle.
Four (4) ton	Closed, lockable and fit-for-purpose vehicle.
Five (5) ton	Closed, lockable and fit-for-purpose vehicle.
Eight (8) ton with operational tail lift	Tail lift must be operational and suitable for palletised loads.
Twelve (12) ton with operational tail lift	Tail lift must be operational and suitable for palletised loads.
Horse and Fifteen (15) meter trailer	Trailer must be closed, be locked and have a place for a SAPO seal (sealable) and fit for linehaul.

Horse and Eighteen (18) meter trailer	Trailer must be closed, be locked and have a place for a SAPO seal (sealable) and fit for linehaul.
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5. SCOPE OF WORK

The successful bidder/s will be required to provide a complete linehaul transportation service covering the following service types:

Service types	Description
Service Type 1: Scheduled linehaul	Regular movements between SAPO sites according to the agreed route schedule, vehicle category, operating frequency, departure window, arrival window which will be agreed and contained in the SLA.
Service Type 2: Special linehaul	Trips requested by SAPO additional to the day to day operations Linehaul (Service Type 1), subject to approved booking, capacity availability and agreed pricing. Additional vehicles might be requested for special projects and supplier will be informed in advance to supply the vehicles.

6. LINEHAUL OPERATING MODEL

SAPO's linehaul operating model follows a hub-and-spoke postal distribution logic. Mail and parcels move from collection points and intake channels to mail processing centres and hubs, then through national and regional linehaul routes to destination centres, depots, branches and last-mile delivery points.

Process stage	SAPO and service-provider control requirement
1. Booking and route instruction	SAPO issues or confirms route requirement, vehicle category, departure point, destination, service window and load type.
2. Vehicle allocation	Appointed service provider allocates compliant vehicle, trailer and driver, and confirms registration number, driver details, tracking status and arrival time.
3. Loading and dispatch	SAPO dispatch staff and appointed service-provider driver verify load units count, manifest, seal numbers, vehicle fitness and departure readiness.
4. In-transit movement	Vehicle must follow authorised route, maintain GPS visibility, report progress and immediately escalate exceptions.
5. Receiving and off-loading	Receiving site verifies seal integrity, manifest, load-unit count, arrival time and discrepancies.
6. Exception closure	All delays, shortages, damage, tampering, missed trips, route deviations and unresolved discrepancies must be logged, investigated and closed.

7. REGULATORY, LABOUR AND TRANSPORT COMPLIANCE

No vehicle, driver, route, subcontractor or load may be used for SAPO linehaul unless it is legally compliant, operationally fit, properly insured, safely loaded, traceable and capable of meeting the agreed route service standard.

7.1. Road Traffic and Transport Regulatory Compliance

- 1) The service provider must comply with the National Road Traffic Act, applicable National Road Traffic Regulations and all other applicable legislation relevant to road freight, vehicle operation, roadworthiness, dangerous goods, overloading, transport safety and municipal requirements.
- 2) All vehicles must have valid licence discs, roadworthy status where applicable, operator-related documentation where applicable, tracking devices, safety equipment and evidence of legal fitness before being used on SAPO routes.
- 3) All drivers must have valid licences for the applicable vehicle class and valid Professional Driving Permits where required.
- 4) The service provider must ensure compliance with permissible vehicle mass, axle mass, gross vehicle mass, gross combination mass, load-body limits, vehicle dimensions, load restraint and route restrictions.
- 5) SAPO may inspect and reject any vehicle, trailer, driver, subcontractor or document that does not meet the required compliance standard.

7.2. NBCRFLI / Road-Freight Labour Compliance

- 1) The appointed bidder and subcontractor approved in writing by SAPO must comply with the National Bargaining Council for the Road Freight and Logistics Industry (NBCRFLI), including registration, collective agreement obligations, levies, wage requirements, employment conditions, working hours, overtime, allowances, leave, dispute-resolution obligations and statutory records.

8. OVERLOADING, LOAD-MASS AND AXLE-MASS COMPLIANCE

- 1) The service provider shall ensure that all vehicles used for SAPO linehaul services comply at all times with legal vehicle mass, axle mass, axle-unit mass, gross vehicle mass, gross combination mass and load-distribution requirements.
- 2) The service provider may not permit a vehicle to depart from a SAPO site where the vehicle, trailer, axle, axle unit or vehicle combination exceeds the lawful mass limit.
- 3) The service provider must supply a vehicle with sufficient legal payload capacity for the route and load profile.
- 4) SAPO and the service provider must jointly ensure that loading is safe, lawful and does not result in overloading or unsafe load distribution.
- 5) Where the driver or supervisor believes that the load may cause overloading or unsafe distribution, the matter must be escalated to the SAPO dispatch officer and National Linehaul Office before departure.
- 6) The service provider has the right and obligation to refuse departure where the vehicle is overloaded or cannot be safely and lawfully transported, provided the refusal is supported by evidence and immediate notification to SAPO.
- 7) SAPO may require weighbridge verification before departure, during transit or after arrival. Weighbridge slips and payload records must be made available on request.
- 8) Overloading incidents, fines, impoundments, delays, losses or damages caused by the service provider's vehicle selection, incorrect payload declaration, unsafe load distribution, unauthorised loading or failure to comply with legal mass requirements shall be for the service provider's account.
- 9) Repeated overloading, failure to report overloading, bypassing weighbridge requirements or knowingly operating an overloaded vehicle shall constitute material non-compliance.

9. VEHICLE AND EQUIPMENT REQUIREMENTS

- 1) Vehicles must be closed, lockable, weatherproof, clean, roadworthy, fit-for-purpose and suitable for the load, route and service window.
- 2) Vehicles, trailers and load bodies must have space for SAPO seals and must be capable of being locked and sealed with a SAPO seal after loading.

- 3) Vehicles must have functioning GPS tracking before being used on SAPO routes. SAPO must have access to live tracking, tracking reports or trip history in a format acceptable to SAPO such as Excel format.
- 4) Vehicles must be fitted with appropriate safety equipment, including emergency triangles, fire extinguisher where required, reflective equipment and any other legally required equipment.
- 5) Tail lifts, must be operational, safe and suitable for the load type bidding for.
- 6) The appointed service provider must maintain and service vehicles at its own cost and must ensure that vehicle breakdowns do not compromise SAPO service continuity.
- 7) SAPO may reject a vehicle that is unsafe, dirty, unsuitable, not closed, not lockable, not traceable, not compliant or not fit for purpose in accordance with the specification document requirements.

10. DRIVER AND PERSONNEL REQUIREMENTS

- 1) Drivers must be professional, identifiable as workers or authorised representatives of the appointed service provider, and trained to interact appropriately with SAPO staff and customers.
- 2) Drivers must have the correct licence class, valid PrDP (where applicable as per vehicle type i.e 8 Ton), and proof of identity.
- 3) The appointed service provider must conduct driver background checks, criminal record checks and licence verification, and must make records available to SAPO on request.
- 4) The appointed service provider must ensure that drivers comply with working-time, rest-period, fatigue-management and overtime requirements under applicable labour law and NBCRFLI requirements.
- 5) SAPO may require removal of any driver who breaches safety, security, conduct, site access, and confidentiality or compliance requirements.

11. ONLINE BOOKING

- 1) The appointed service provider must have the capability in providing an online or system-based mechanism that will be used for vehicle booking, route confirmation, vehicle allocation, driver allocation, trip status, exception logging and reporting.
- 2) SAPO requires access to the online or system-based mechanism via API's or a link.
- 3) Data must be exportable in at least Excel and CSV or another SAPO-approved format as requested.
- 4) All route, trip, performance, tracking and invoice data relating to SAPO services must be made available to SAPO on request.
- 5) The appointed service provider will be required to provide proof of the online or system-based mechanism in place after award but prior to implementation of the contract. Failure to comply will result in the cancellation of the award/appointment whereby SAPO reserve the right to approach other approved & qualifying bidders.

12. SERVICE LEVEL AGREEMENT AND PERFORMANCE MANAGEMENT

The appointed service provider must achieve a minimum monthly route-level performance standard of 95%, as agreed in the SLA. Performance must be measured across the full linehaul service, not only arrival time. 5% penalty fee will be charged on the trip where the failure occurred.

The SLA and performance measures will be discussed and agreed upon during the contract negotiation process.

13. SERVICE CREDITS, PENALTIES AND REMEDIES

SAPO may apply penalties, route suspension, and recovery of costs, corrective action requirements or termination remedies where the service provider fails to meet contractual requirements.

14. PRICING AND COMMERCIAL MODEL

Pricing must be provided for per vehicle category type/s and per route/s bidding for on a CPK (cost per kilometre which is in line with the transport industry benchmark) including VAT.

SAPO will request the bidder to provide and present cost offering (open-book costing) during the Due Diligence phase to examine and verify how prices quoted were derived. Bidders must distinguish fixed and variable cost elements/components and the percentage contribution of each component as well as the fuel contributor.

The rate must be all inclusive and include amongst other i.e. fuel, tolls, maintenance, vehicle servicing, driver costs, insurance, tracking, administration, online booking system services, waiting time, empty return legs and other route costs.

No additional charges/costs may be claimed unless expressly provided for in the pricing schedule or approved by SAPO in writing prior to execution of services.

15. FUEL ADJUSTMENT MECHANISM

Fuel adjustments must be transparent, formula-based and symmetrical. Adjustments must be apply upward and downward using official South African fuel price movements and the approved bidder cost basket during the contract term period as applicable.

Fuel adjustment element	Required treatment
Base fuel price	The official fuel price applicable on the bid closing date or contract commencement date, as specified in the SLA.
Approved fuel component	Bidder must disclose the percentage of the route CPK attributable to fuel. SAPO may review, approve or cap the fuel component.
Adjustment frequency	Monthly, aligned to official fuel price changes.
Formula	$\text{Fuel adjustment} = \text{Base CPK} \times \text{approved fuel component \%} \times \text{percentage change in official fuel price}$.
Upward and downward adjustment	Increases and decreases must both be passed through using the same formula.
Evidence	Supplier must submit monthly calculation, fuel price reference, route invoice schedule and supporting cost basket.
Exclusions	No separate fuel claim may be made outside the approved fuel adjustment mechanism.
Review trigger	Material fuel volatility or abnormal cost movement may trigger open-book review or route-price review subject to SAPO approval.

16. INSURANCE, LIABILITY AND INDEMNITY

Bidders must provide proof of insurance cover as listed in the table below from their Insurance Company that must be "Valid & Active" on the bid closing date and must be maintained throughout the contract term period.

Type of Insurance Cover required	Minimum requirement
Public Liability Insurance	Bidders must have Public Liability Insurance Cover to the minimum value of Hundred Thousand Rand (R100 000) per incident.
Goods in Transit Insurance	Bidders must have Goods in Transit (GIT) Insurance Cover to the minimum value of Twenty Thousand Rand (R20 000) per incident.
Comprehensive All Risk Vehicle Insurance	Bidders must have Comprehensive All Risk Vehicle Insurance Cover in place for all vehicles categories/types and routes awarded. Bidders will

	be required to provide proof from their Insurance Company confirming Comprehensive All Risk Vehicle Insurance Cover for all vehicles categories/types and routes awarded during the contract negotiation phase prior to contract implementation.
Indemnity Insurance	SAPO will not be liable for losses caused by a supplier's negligence, wilful misconduct, unlawful transport, non-compliance, security breach or failure to meet contractual obligations.

17. SUBCONTRACTING AND CAPACITY CONTROL

- 1) No subcontracting is permitted after appointment and/or implementation without SAPO's prior written approval.
- 2) The bidder must provide current a) owned, b) leased and c) subcontracted fleet capacity available for this contract. The bidder to submit proof of ownership as follows:
 - Owned Vehicles: Vehicle registration certificates in the name of the bidding company
 - Leased Vehicles: Lease contracts from the Financing Institution in the name of the bidding company
 - Subcontracted Vehicles: Signed contract between the bidder and the subcontractor including the vehicle registration certificates of the vehicles registered in the subcontractors' name.

All of the above documentation provided must be "Valid & Active" on the bid closing date.

- 3) Subcontractors appointed after written approval has been obtained from SAPO, must comply with the same specification requirements i.e. vehicle, driver, and insurance, GPS, NCBFLI, road traffic, OHS, security, chain-of-custody and performance applicable to the main contractor (bidder)
- 4) The appointed service provider (main contractor/bidder) remains fully accountable and responsible to ensure that the subcontractor in all respects comply with the specification document requirements.
- 5) SAPO may at their own discretion reject any request from the appointed service provider to subcontract linehaul services or, vehicle/s or driver/s that do not meet the required standard/requirements as contained in the specification document.

18. BIDDER EXPERIENCE AND CAPABILITY REQUIREMENTS

- 1) Bidders must provide at least three (3) different client reference letters on their clients' company letterheads confirming that the bidding company has a minimum of five (5) years' proven experience in providing linehaul/ road freight/ parcel/ logistics or similar transportation services.
- 2) Bidders are required to use Annexure BR as a template to provide to their clients to complete that will be used to evaluate the bidders':
 - a) Completed experience (in yrs) and
 - b) Number of clients where linehaul/ road freight/ parcel/ logistics or similar transportation services were provided.

19. DELIVERY LEAD TIME

The successful bidder must implement and supply the awarded services within a maximum period of fourteen (14) working days from receiving and accepting the award letter, unless otherwise agreed in writing by SAPO. Failure to do so may result in SAPO awarding the relevant service to a reserve bidder or another qualifying bidder.

Bidders to use **Annexure DL** as a template for purposes of confirming the delivery lead time to supply the services after receiving and accepting the award letter, and for submission to SAPO.

20. DUE DILIGENCE

SAPO reserves the right to conduct a due diligence exercise on and/or request the top three (3) highest scoring bidders per category to make presentation of their offering in order to verify & confirm, amongst other –

- Compliance with scope of work/specification.
- Cost offering (open-book costing) to examine and verify how prices quoted were derived
- Fixed and variable cost elements/components and the percentage contribution of each component as well as the fuel contributor.
- Cost/rate quoted is all inclusive and include at least i.e. fuel, tolls, maintenance, vehicle servicing, driver costs, insurance, tracking, administration, online booking system services, waiting time, empty return legs and other route costs.
- Fuel adjustments mechanisms applied in terms of the cost/rates quoted
- Fleet Capacity (Ownership) as it pertains to current a) owned, b) leased and c) subcontracted vehicles available for this contract.

Should it be found that the information provided in the bid document and/or during the bid evaluation process is not verifiable or misleading, SAPO will disqualify the bidder.

5. EVALUATION CRITERIA

The evaluation of the bidders will be done as follows:

- **Phase 0:** Attendance of Compulsory briefing session
- **Phase 1:** Gatekeeping Criteria.
- **Phase 2:** Functionality.
- **Phase 3:** Bid Conditions
- **Phase 4:** Commercial - Price (80/90) and Specific Goals (20/10).
- **Phase 5:** Due Diligence

5.1. Phase 1 Gatekeeping Criteria

The bidder is required to provide SAPO with the following in their bid proposal. **Failure to comply with the gatekeeping criteria will result in the disqualification of the bid.**

5.1.1 Pricing Schedule

The bidder to submit a completed Pricing schedule - **Annexure F** i.e. CPK (Cost per kilometre) per vehicle type/s and per route/s bidding for.

Bidders must take Note of the following;

- ✓ All the above routes are single trips and will be awarded per route. SAPO cannot guarantee return loads, it is volume dependant.
- ✓ Bidders must ensure all cost are covered per trip. Bidders must not subsidise one trip with another.
- ✓ All vehicle types will not be used every day, SAPO will determine the vehicle category required or each movement based on the actual volume, weight, and pallet configuration and operational requirements at the time of ordering the vehicle.
- ✓ The estimated frequency relates to the route requirement, not to the guaranteed deployment of very vehicle category listed.
- ✓ The estimated weekly volumes are provided to assist bidders with capacity planning and pricing. larger-capacity vehicles may be requested for peak volumes, projects and special movements, subject to the applicable management provisions

5.2 Phase 2: Functionality

Only bidders scoring 70% points and above on functionality are eligible for further evaluation. The functionality criteria as indicated below will be used for evaluation per vehicle type/s and route/s bidding for as contained in the Pricing Schedule – Annexure F.

Bidders should submit the below document for evaluation purposes on functionality; Bidders will be disqualified if the document are not submitted at the closing date of the bid.

Criteria	Weight (100)	Sub-criteria
1. Bidder Experience(Number of Yrs) Bidders are required to have a minimum of five (5) years completed experience in provision of Linehaul transportation services for the movement of consignments and parcels per vehicle type/s bidding for. Submitted Annexure BR's will be used to evaluate the bidders' completed experience (in yrs) in the provisioning of Linehaul transportation services per vehicle type/s bidding for.	25/100	Total number of years of completed experience in provision of Linehaul transportation services for the movement of consignments and parcels per vehicle type/s bidding for. ▪ > 5 years = 5 ▪ = 5 years = 3.5 ▪ < 5 years = 0
2. Bidders Experience(Number of Clients) Number of different clients where the bidder provided a minimum of five (5) years proven experience in provision of Linehaul transportation services for the movement of consignments and parcels per the vehicle type/s bidding for. Submitted Annexure BR's will be used to evaluate the number of clients where the bidder has provided a minimum of five (5) years proven experience in the provisioning of Linehaul transportation services per the vehicle type/s bidding for.	25/100	Total number of different clients where the bidder provided a minimum of five (5) years proven experience in provision of Linehaul transportation services for the movement of consignments and parcels per the vehicle type/s bidding for. ▪ > 3 clients = 5 ▪ = 3 clients = 3.5 ▪ < 3 clients = 0
3. Delivery Lead Time The bidder must confirm the delivery lead time for the provisioning of Linehaul transportation services for the movement of consignments and parcels upon receipt of an award letter for the vehicle type/s and route/s appointed for. (Maximum of 14 working days) Submitted Annexure DL will be used to evaluate the delivery lead time as confirmed by the bidder for the supply the service per vehicle type/s bidding for upon receipt of an award letter.	50/100	Delivery lead time as confirmed by the bidder for the supply the service per vehicle type/s bidding for upon receipt of an award letter: ▪ ≤ 5 working days = 5 ▪ > 5 working days ≤ 9 working days = 4 .5 ▪ > 9 working days ≤13 working days =4 ▪ = 14 working days = 3.5 ▪ > 14 working days = 0

5.3 Bid Conditions

The bidders must provide the following documentation with their bid proposals.

Should the bidder fail to submit at the time of closing of the bid, bidder/s will be requested to re-submit the outstanding bid condition/s document(s) and Failure to resubmit during the evaluation period will result in the disqualification of their bid

5.3.1 Specification Confirmation

The bidder must submit a letter on their company letterhead confirming that they will comply with SAPO bid specification.

Bidders are required to use **Annexure BC** as a template for purposes of confirming compliance with SAPO bid specification.

5.3.2 Public Liability Insurance

Bidders must have Public Liability Insurance of minimum Hundred Thousand Rand (R100 000) per incident. Proof of Public Liability Insurance must be provided from their Insurance Company and it must valid and active at the closing date of the bid.

Note: A quote from the Insurance Company will not be accepted.

5.3.3 Goods in Transit (GIT) Insurance

Bidders must have Goods in Transit (GIT) Insurance of minimum Twenty Thousand Rand (R20 000) per incident. Proof of Goods in Transit (GIT) Insurance must be provided from their Insurance Company and it must valid and active at the closing date of the bid.

Note: A quote from the Insurance Company will not be accepted.

5.3.4 Proof of Fleet Capacity (Ownership)

Bidders must have adequate fleet capacity available for this contract its vehicle type/s and route/s bidding for. Bidders must provide proof of current a) owned, b) leased and c) subcontracted fleet capacity available for this contract vehicle type/s and route/s bidding for as follows:

- 5.3.4.1 **Owned Vehicles:** Vehicle registration certificates in the name of the bidding company
- 5.3.4.2 **Leased Vehicles:** Lease contracts from the Financing Institution in the name of the bidding company
- 5.3.4.3 **Subcontracted Vehicles:** Signed contract between the bidder and the subcontractor including the vehicle registration certificates of the vehicles registered in the subcontractors' name.

All of the above documentation provided must be "Valid & Active" on the bid closing date

5.3.5 Central Supplier Database

Bidders must be registered on the National Treasury Central Supplier Database (CSD). If the bidders are not registered the bidder can register online at the following website www.csd.gov.za to upload mandatory information as required.

Note: That if your CSD indicate that you are government employees SAPO will not be able to conduct a business with your company, your proposal will be disqualified.

5.3.6 SBD Forms

- Bidders must complete and submit SBD1 forms.
- Bidders must complete and submit SBD4 forms

5.3.7 Tax compliance requirements

SAPO will not do business with a supplier who is not tax compliant.

A CSD MAAA number provided by the bidder on the SBD1 form, will enable SAPO to verify a bidder's tax compliance status. Seven (7) working days for tax compliance shall apply from the date the request was sent by SAPO.

5.3.8 Restricted Suppliers

SAPO shall disqualify bidders that are on the National Treasury list of restricted suppliers in all national treasury platform.

5.3.9 Specific Goals

The specific goal that this project seeks is to appoint service provider/s that are as follows;

- At least $\geq 51\%$ Black owned or more.
- At least $\geq 51\%$ Youth owned.
- At least $\geq 51\%$ Women owned.
- At least $\geq 1\%$ owned by disabled individual

Note: Tenderers who do not submit specific goal requirements with their bid proposal submitted on the specified bid closing date will not be disqualified from the bid evaluation process. Tenderers will not score points out of 20/10 for the specific goals, but zero (0) points will be scored.

5.4 Phase 4: Commercial (Price and Specific Goals)

The specific goal that this project seeks is to appoint service provider/s that are as follows;

- At least $\geq 51\%$ Black owned or more.
- At least $\geq 51\%$ Youth owned.
- At least $\geq 51\%$ Women owned.
- At least $\geq 1\%$ owned by disabled person(s)

Note: Tenderers who do not submit specific goal requirements with their bid proposal submitted on the specified bid closing date will not be disqualified from the bid evaluation process. Tenderers will not score points out of 20 for the specific goals, but zero (0) points will be scored.

The bid will be evaluated as follows;

Price (80) and Specific Goals (20) or Price (90) and Specific Goals (10)

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to specific Goals	20/100	Points will be awarded to bidders in accordance to the specific goal table below:

Specific Goal	Points	Required Documents to be submitted for evaluation
Bidding Company is 51% Black owned or more.	10	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥ 51% Youth owned	5	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥ 51% women owned.	3	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥1% owned by disabled person(s)	2	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).

OR

Criteria	Weight	Sub-criteria
Total Price	90/100	Benchmark against lowest quote
Contribution to specific Goals	10/100	Points will be awarded to bidders in accordance to the specific goal table below:

Specific Goal	Points	Required Documents to be submitted for evaluation
Bidding Company is 51% Black owned or more.	5	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥ 51% Youth owned	2.5	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥ 51% women owned.	1.5	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥1% owned by disabled person	1	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).

5.5 Phase 5 Due Diligence

SAPO reserves the right to conduct a due diligence exercise on and/or request the top three (3) highest scoring bidders per category to make presentation of their offering in order to verify & confirm, amongst other –

- Compliance with scope of work/specification
- Cost offering (open-book costing) to examine and verify how prices quoted were derived
- Fixed and variable cost elements/components and the percentage contribution of each component as well as the fuel contributor
- Cost/rate quoted is all inclusive and include at least i.e. fuel, tolls, maintenance, vehicle servicing, driver costs, insurance, tracking, administration, online booking system services, waiting time, empty return legs and other route costs.
- Fuel adjustments mechanisms applied in terms of the cost/rates quoted
- Fleet Capacity (Ownership) as it pertains to current a) owned, b) leased and c) subcontracted vehicles available for this contract.

Should it be found that the information provided in the bid document and/or during the bid evaluation process is not verifiable or misleading, SAPO will disqualify the bidder.

6. PRICING SCHEDULE

See the attached Excel Pricing Schedule (Annexure F)

- a) Bidders shall quote rates that **include** the cost of all labour, equipment, materials and consumables required to execute the service.
- b) The bidder warrants that the pricing quoted above is free of any errors or omissions and that he/she is able to deliver the scope on the prices quoted.
- c) For purpose of Vat Bidders are requested to use 15% VAT

Bidders must take Note of the following:

- ✓ All the above routes are single trips and will be awarded per route. SAPO cannot guarantee return loads, it is volume dependant.
- ✓ Bidders must ensure all cost are covered per trip. Bidders must not subsidise one trip with another.
- ✓ All vehicle types will not be used every day, SAPO will determine the vehicle category required or each movement based on the actual volume, weight, and pallet configuration and operational requirements at the time of ordering the vehicle.
- ✓ The estimated frequency relates to the route requirement, not to the guaranteed deployment of very vehicle category listed.
- ✓ The estimated weekly volumes are provided to assist bidders with capacity planning and pricing. larger-capacity vehicles may be requested for peak volumes, projects and special movements, subject to the applicable management provisions

7. RETURNABLE DOCUMENT(S)

Returnable Documents means all the documents, and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with their bids. The section contains bookmarks for ease of reference.

Administrative Documents

Respondents are required to submit with their bid submissions the following Administrative Documents, and also confirm submission of these documents by so indicating [Yes or No] in the tables below:

Administrative Returnable Documents	Submitted [Yes or No]
Completed SBD 1	
Completed SBD 4	
Completed Confidentiality and Non-Disclosure	
Completed Certificate of Acquaintance with bid Requirements	
Latest CSD Report / MAAA number	

Evaluation Documents:

Gatekeeping Documents and Functionality

Gatekeeping and Functionality Returnable Documents	Submitted [Yes or No]
Pricing Schedule (Annexure F)	
Annexure BR	
Annexure DL	

Bid Condition Documents

Bid Conditions Returnable Documents	Submitted [Yes or No]
Completed and signed Annexure BC	
Public Liability	
Goods in transit	
Proof of Fleet Capacity	

Points for Specific Goals

Tenderers who do not submit specific goal requirement will not be disqualified from the bid process, but they will score zero (0) points out of 10/20 for the specific goal.

Required Documents to be submitted for evaluation	Submitted [Yes or No]
BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs). OR a DTI BBBEE Certificate (EMEs and QSEs).	
Joint Venture (i.e. incorporate/unincorporated), a consolidated BEE certificate must be submitted to earn the relevant point(s).	

CLIENT LETTERHEAD & DETAILS**“THE CLIENT” NAME:** _____

Herewith we, “the client” confirm that _____ **(Insert the name of bidding company)** has experience in the provision of Linehaul Transportation services for the movement of consignments and parcels per the following vehicle type/s and completed number of years as indicated below:

DESCRIPTION OF VEHICLE TYPE/S	INDICATE NUMBER OF YEARS COMPLETED EXPERIENCE
1 Ton	
4 Ton	
5 Ton	
8 Ton	
12 Ton	
Horse and 15m Trailer	
Horse and 18m Trailer	

Signature: _____**Name of signatory:** _____**Title of signatory:** _____**Contact Details:** _____**Email address:** _____

BIDDER TO INSERT THEIR LETTERHEAD

DATE: _____

BIDDERS' NAME: _____

Herewith we, "the bidder" confirm the following:

Statement	Required sponse	Re-	Response from Bidder
Compliance with the SAPO supply of Linehaul Transportation services as per the specifications outlined in the tender document.	Indicate Yes or No		

Signature: _____

Name of signatory: _____

Title of signatory: _____

Contact Details: _____

Email address: _____

BIDDER TO INSERT THEIR LETTERHEAD**DATE:** _____**THE BIDDERS' NAME:** _____

Herewith we, "the bidder" confirm the delivery lead time for the provisioning of Linehaul Transportation services for the movement of consignments and parcels upon receipt of an award letter for the vehicle type/s and route/s bidding for as per below:

DESCRIPTION OF VEHICLE TYPE/S	INDICATE NUMBER OF WORKING DAYS
1 Ton	
4 Ton	
5 Ton	
8 Ton	
12 Ton	
Horse and 15m Trailer	
Horse and 18m Trailer	

Signature: _____**Name of signatory:** _____**Title of signatory:** _____**Contact Details:** _____**Email address:** _____